



# State of Montana Job Vacancy

## Department of Transportation

### Human Resources

2701 Prospect Avenue

PO Box 201001

Helena, MT 59620-1001



July 10, 2008

Internally/Externally Statewide

*An Equal Opportunity Employer*

Job Title: Occupational Health and Safety Specialist  
Position No.: 54155010  
Division: Human Resources  
Location: Glendive/Billings  
Job Code: 229116  
Type of Position: FT/Permanent  
Work Comp Code:  
Bargaining Unit / Code: Management / 0000-9  
Band: Band 6  
Annual Salary Range: 45,362 - 48,851  
Supplement Required: Yes ☐ No ☒  
Closing Date: Open until filled - Review September 1, 2008

### **Human Resource Division Overview**

The Human Resource Division provides leadership for a comprehensive human resource program for over 2,200 employees of the Montana Department of Transportation. Division responsibilities include attracting and retaining a talented and diverse group of employees with career advancement potential; creating a organizational culture that encourages growth and continuous learning opportunities; promoting a high level of professionalism, innovation, and productivity; creating a safe working environment for all agency employees; and developing policies, systems, and service strategies that contribute to the welfare of the agency and employees while being mindful of it's responsibility to maintain confidentiality, be supportive, and provide a flexible atmosphere. The Division maintains a supportive, customer-service orientation and is responsive to the changing needs and expectations of the agency it serves.

### **Description of Duties**

The Office of Occupational Safety and Health administers the following programs: Occupational Safety and Health addressing compliance with standards, rules and guidelines applicable to general, construction and transportation industries; Workers' Compensation Claims Management; Return to Work Program/Work Thru Program; Risk Management & Tort Defense. This position provides professional development, implementation, and management of occupational safety and health, employee safety, and risk management programs for the agency at the district level. The position serves as the district expert on the implementation and administration of safety programs; interpretation of safety regulations; safety awareness; safety training, and safety compliance. The position jointly reports to the District Administrator and the Occupational Safety and Health Manager and does not supervise others.

### **Job Requirements**

Residence will be determined at time of hire. A State of Montana Driver's License is required.

\* Position 55010 is a shared position between the Glendive and Billings Districts. Residence will be determined at time of hire. Extensive travel is

required. See Job Description for a complete listing

### **Education and Experience**

Related Bachelor's Degree in Occupational Safety and Health, Industrial Hygiene, Industrial Psychology, Occupational Therapy, Environmental Health, Industrial Technology, or a closely related field. Requires a minimum of four (4) years of directly related experience interpreting federal and other safety regulations and guidelines, compliance, insurance, risk management, Workers' Compensation laws/claims, hazardous materials, adult training, or closely related experience (e.g. ergonomic assessments, accident investigation, etc.) Experience may substitute for education on a year-for-year basis.

### **Compensation / Benefits**

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

### **Application Process:**

The application materials required for this position are indicated with check marks.

- ☒ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).
- ☐ Answers to the attached supplemental questions (include your name and the position number if not applying online).
- ☒ Professional/Employment References listed with contact information.
- ☐ Resumé
- ☐ College or University transcripts. (Copies of transcripts accepted.)
- ☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☐ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☐ Other:

VEBA: ☐ Yes ☐ No ([what is VEBA](#))

- ☐ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☐ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

### **Supplemental Questions:**

**Application Materials and Deadline:** Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

**Human Resources**  
2701 Prospect Avenue  
PO Box 201001  
Helena, MT 59620-1001

Closing Date: ☐ by 5:00 pm **or** ☒ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the Human Resources office in Helena by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

**Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.**

**Reasonable Accommodations:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

**Applicants claiming Veteran's or Disabled Person's Employment Preference** (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.